Student Contract

1. Adherence to Instructions: *"Always read, listen to, and follow instructions". Follow* all instructions provided for lectures, lab sessions, field activities, and assignments. This includes safety protocols, data collection procedures, and report formatting guidelines. Paying attention to details ensures success and safety for everyone.

2. Laboratory Notebook/Data Management/Subject Portfolio: You are required to maintain a detailed laboratory notebook (physical or digital, as specified by your instructor) for all lab and field activities. Your notebook should include:

- Dates and times of experiments or fieldwork.
- Objectives and procedures.
- Raw data, observations, and measurements.
- Calculations, analyses, and interpretations.
- Properly labeled diagrams, sketches, and photographs.
- All data must be stored and managed responsibly, following best practices as instructed.

3. Equipment/Materials Responsibility: You are responsible for the proper use and care of all lab equipment, field instruments, and materials. Borrowing equipment from other groups without permission is not allowed. Any damage or loss due to negligence will be your responsibility.

4. Activity Completion: Lab and field activities must be completed during scheduled sessions unless otherwise approved by your instructor. Data collected outside approved sessions will not be accepted without prior arrangements.

5. Punctuality and Attendance: Being on time and attending all lectures, lab sessions, and field trips is essential. Tardiness will result in point deductions, and excessive unexcused absences (as defined in the Student Handbook) may lead to course withdrawal or failure.

6. Data Analysis and Report Submission: You'll have sufficient time for data analysis and report writing. Late submissions will be penalized, with reports submitted one week after the deadline receiving a maximum grade of 75%. Ensure your work adheres to the provided guidelines and ethical standards.

7. Make-Up Policy: There are no make-up privileges for unexcused absences. For excused absences (e.g., documented illness), notify your instructor before the missed activity, if possible,

or as soon as reasonably practicable afterward. It's your responsibility to catch up on missed work. Make-up work will not be accepted after one week unless prior arrangements are made.

8. Extra Credit: Extra credit opportunities are limited and at your instructor's discretion. If offered, extra credit won't replace regular assignments but can provide additional learning and skill development opportunities.

9. Laboratory/Field Conduct: Safe and responsible behavior is expected at all times. This includes:

- Following all safety protocols and instructions.
- Using personal protective equipment (PPE) properly.
- Respecting the environment and minimizing disturbance to natural habitats during fieldwork.
- Disposing of waste materials according to established procedures.
- No food or drinks in the lab.

10. Laboratory/Field Maintenance: Keep your work area clean and organized in the lab and field. This includes proper waste disposal, cleaning equipment, and returning materials to their designated locations. During fieldwork, minimize your environmental impact by practicing Leave No Trace principles.

11. Academic and Professional Conduct: Respect yourself, your classmates, instructors, lab/field staff, and the environment. Uphold the highest standards of integrity in all academic and professional activities. Academic dishonesty—such as plagiarism, data fabrication, or unauthorized collaboration—will not be tolerated and may result in disciplinary action, including course failure. Treat all data, reports, and shared resources with confidentiality and care.

12. Responsible Use of Artificial Intelligence (AI): You may use AI tools for assignments under these conditions:

- **Transparency:** Clearly acknowledge the use of AI tools, citing the specific tool(s) and prompts used.
- **Original Thought and Analysis:** AI should support, not replace, your critical thinking and analysis. Your work must demonstrate your understanding and interpretation.
- **Proper Citation:** Cite any AI-generated content (text, code, data, etc.) using a consistent citation style (e.g., APA 7th edition).
- **Prohibited Uses:** Do not:
    - Submit AI-generated work as your own (plagiarism).

- Use AI to complete exams or quizzes.
- Use AI to generate entire assignments without significant human input and analysis.

13. Plagiarism—including presenting someone else's work (or uncited AI-generated content) as your own—is a serious academic offense. All submitted work must be original and properly cited. Plagiarism falls under violations of academic dishonesty as outlined in the Student Handbook.

The institution's academic integrity policy will be strictly enforced, and penalties for plagiarism may include:

- Failing grades for the assignment or course.
- Disciplinary actions such as suspension or expulsion.
- Additional sanctions as specified in the Student Handbook.

It is your responsibility to familiarize yourself with the rules and provisions regarding academic dishonesty in the Student Handbook. Ignorance of these policies is not an excuse for violations.

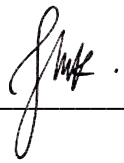
Acknowledgment:

I have read and understand the syllabus, guidelines, and rules outlined for this course.

[Course Name/Code]:

CE 313 ENVIRONMENTAL ENGINEERING 1

Student Signature:



Printed Name:

JOANNA R. MARCELLANA

Date:

FEBRUARY 15, 2025